vision Date
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Description:

The initiating of a civil lawsuit.

Reference:

Accounting Manual

http://192.168.9.168/AccountingManual/lpExt.dll?f=templates&fn=main-j.htm&vid=10.10 48/Enu&2.0

URCP Rule 3

http://www.utcourts.gov/resources/rules/urcp/03.htm

URCP Rule 17

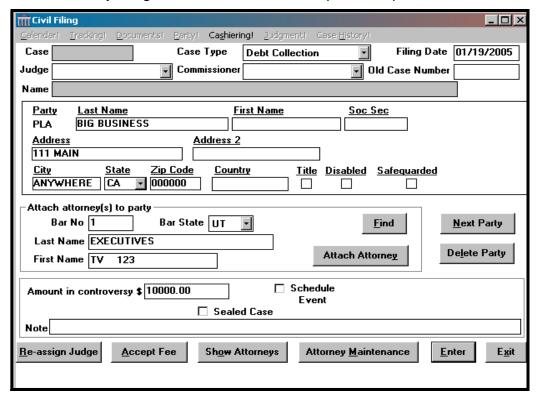
http://www.utcourts.gov/resources/rules/urcp/17.htm

Overview:

A Petition or Complaint is submitted to the court that has jurisdiction in the matter. The cases can range from debt collection and simple contract cases to more complex torts and property rights cases.

Procedure/Computer Entry: The following is an outline of the steps that create a Civil action in CORIS.

- 1. The complaint/petition is date stamped.
- 2. Filing the Case/Entry in CORIS
 - A. From the **Primary Menu**, select **Case**, **> Case** <u>Filing</u> **> Civil Filing**. Select the appropriate case type as indicated on the cover sheet (Contract, Debt Collection, Personal Injury, etc.).
 - B. Verify filing date matches date stamp on complaint.



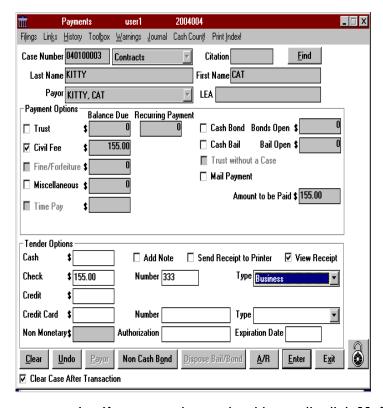
C. Enter the parties. Click **Party** and select **PLA** (or appropriate party title) then enter the <u>Last Name</u> of party and then <u>First Name</u> of party in the appropriate boxes. Enter the address and other identifying information of the party as provided on the complaint.

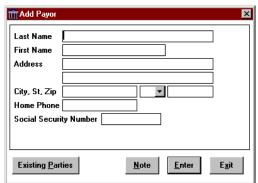
Note: If the name includes a Jr, Sr, etc., enter after the middle name. The only punctuation used is when a last name is hyphenated. When a party is a business, enter the entire name of the business in the Last Name Box. Check the drop down box to see if the party is listed as a common party. If so click on the party name to select.

- D. If there is an attorney listed on the complaint, the attorney should be attached at this time. Enter the attorney's bar number in the **Bar No.** box under **Attach Attorney(s)** to **Party**. Select <u>Find</u> to locate attorney, then click on the **Attach Attorney** button. A message will come up informing you that this attorney will be attached to this party when the enter button is pressed. Select **OK**.
- E. Select **Next Party** and continue to enter all the parties, (plaintiff and defendants, etc) that are listed on complaint/petition repeating the steps above.
- F. Enter the amount in controversy in the **Amount in Controversy** box. This information should be provided on the cover sheet.
- G. Select **Accept Fee** when you have entered all the parties. Enter your password, Select **Continue**.

CORIS will automatically take you to the **Payments** screen (Cashiering).

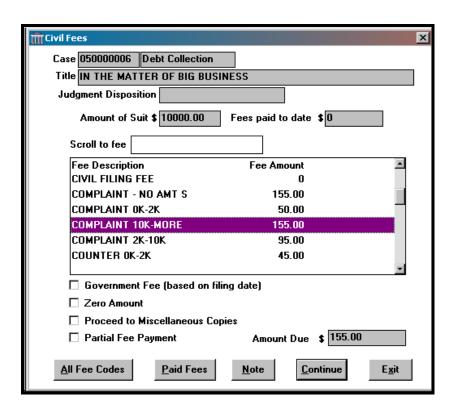
H. Select the correct payor from the **Payor** drop down box. If party is not listed, add the payor by clicking on the **Payor** button on the bottom of the screen.



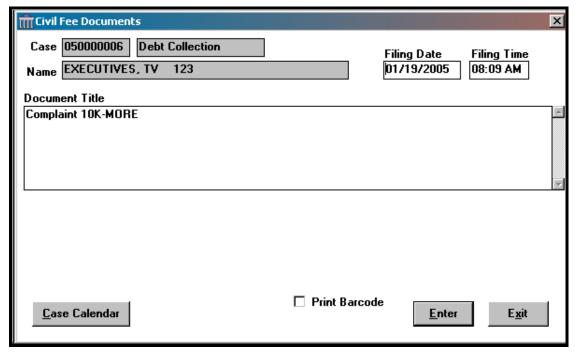


- I. If payment is received by mail, click **Mail Payment** box.
- J. Select Civil Fees (a box will display asking if this is the correct payor. Select Yes.)

K. Select correct amount for Complaint (2K-10K etc), click on **Continue**. This will take you to the Payments Screen.



L. When you select Continue in the Payments Screen it will take you the Civil Fee Documents Screen. The complaint information will automatically be entered. The text can be changed or modified to correctly reflect the title on the complaint. Select <u>Enter</u>.



- M. Under **Tender Options** in the Payments Screen, enter appropriate payment information (cash, check information, etc).
- N. Select **Enter** to complete transaction, CORIS will print a receipt.
- O. Write case number and assigned judge on the Complaint/Petition.
- P. Write case number and/or receipt number on the check.